

Plan Review Checklist

Item	Unified Ord. Section	Design Manual Section	Requirement or Question	Provided		Comments /Reference
				Yes	No	
1.			Financial Assurance requirements must be identified and in place prior to the issuance of the Development Permit			
2.			Provide a copy of wetland delineation and wetland certification from Corps of Engineers and SCDHEC.			
3.	8.2.7		Has a Stormwater Management Plan been prepared and submitted as a specific component of the Development Plan?			
4.	8.2.7.(a)		Does the Stormwater Management Plan include all aspects for the design, installation and construction of Stormwater Management Control Systems?			
5.	8.2.7.(b)		<ul style="list-style-type: none"> Does the Table of Contents correspond to the designated requirements? Is the Stormwater Management Plan format in accordance with the designated format? 			See Sections 1.0 through 1.0.1(b), Sections 1.1.1 through 1.1.3 and Sections 1.2 through 9.0.4 of the Design Manual.
6.	8.2.7.(c)		<ul style="list-style-type: none"> Is the Stormwater Management Plan incorporated as part of the Town's Development Plan process? Has the appropriate fee been paid? 			
7.	8.2.8.(a)		<ul style="list-style-type: none"> Was a pre-application meeting conducted? 			Meeting Date: Attendees:
8.	8.2.8.(b)		<ul style="list-style-type: none"> Does the Stormwater Management Plan include a narrative description of how Stormwater runoff will be controlled and managed during the following phases: <ol style="list-style-type: none"> Pre-Construction Construction Post Construction Was the Stormwater Management Plan prepared by a licensed South Carolina professional engineer, a registered landscape architect, or a Tier b land surveyor? 			
9.	8.3.1.(b)		Have all impervious surfaces been disconnected via vegetative surfaces to the maximum extent possible?			
10.	8.3.1.(c).1		Is there positive drainage from all structures?			
11.	8.3.1.(c).2		Is Stormwater runoff conveyed through vegetated conveyances to promote infiltration?			
12.	8.3.1.(c).3		Is Stormwater runoff managed in a manner to minimize velocities, and maintain sheet flow and promote infiltration?			
13.	8.3.1.(c).4		Is Stormwater runoff managed in a manner to limit the introduction of			

			pollutants?			
14.	8.3.1.(d)		Does the Stormwater Management Plan consider the Town's Buffer requirements?			
15.	8.3.2.(a)		Does the Stormwater Management Plan control post-development runoff discharge rates for the 2, 10 and 25-year, 24-hour design storm events to pre-development standards utilizing structural BMP's?			
16.	8.3.2.(b)		Does the Storm Water Management Plan maintain or restore, to the maximum extent feasible, the pre-development hydrology of the site with regard to temperature, rate, volume, and duration of flow?			
17.	8.3.2.(c)		Are engineered Stormwater collection, conveyance and storage systems designed in accordance with the Stormwater Design Manual?			
18.	8.3.3.(a)		For Hydrologic Soil Groups A & B, will the site control and infiltrate the first one (1) inch of Stormwater runoff from the entire development or maintain the original Hydrology of the property for the Water Quality Design Storm Event, whichever is greater?			
19.	8.3.3.(b)		For Hydrologic Soil Groups C & D, will the maintain the original Hydrology of the property for the Water Quality Design Storm Event?			
20.	8.3.3.(c)		Were undisturbed natural areas excluded from the calculations in 3.3.(a) & (b)?			
21.	8.3.4.(b)		Is a Stormwater Quality Monitoring Program included as part of the SWP?			
22.	8.3.4.(b).1		Is the Stormwater Monitoring Program for each structural BMP for a 36-month period?			
23.	8.3.4.(b).2		Will the monitoring include the following analytes? 1. Fecal coliform 2. Turbidity 3. Total Phosphorus 4. Total Nitrogen			
24.	8.3.4.(b).3		Will one-half (i.e.: four) of the sample events be taken within 24-hours of a ½ inch or greater rain event?			
25.	8.3.4.(b).4		Does the monitoring plan include the designated reporting requirements?			
26.	8.3.4.(c)		Have pre-development pollutant loadings been established?			
27.	8.3.4.(d)		Do all sediment and erosion control BMP's comply with the requirements of the State Sediment and Erosion Control Act?			
28.	8.3.4.(e)		Does the Stormwater Management Plan establish that the monthly inspection reports required by the State Sediment and Erosion Control Act will be submitted to the Town?			
	8.3.5.(a)		Does Development utilize permeable paving where soils conditions allow?			
29.	8.3.5.(b)		If infill development of single family lots, not part of a larger common plan of development: <ul style="list-style-type: none"> Does the plan implement the General Requirements of this article, and Is permeable pavement utilized for driveways, sidewalks and patios, and Is the impervious cover for the infill development less than or equal to 40 percent? The development may exceed 40 percent imperviousness if the requirements of the Section 3.3 and 3.4 are met. 			

30.	8.3.6		Will the development require an irrigation system using potable water or well water? Has it been demonstrated that all alternative sources of irrigation water does not exceed pre-development conditions.			
31.	8.3.7.(a)		Is a request of a waiver being requested? A written request for a waiver is required and shall state the specific waiver sought and the reasons, with supporting data, a waiver shall be granted. The request shall include all information necessary to evaluate the proposed waiver. The applicant will address the three areas of consideration for waiver approval as follows: <ol style="list-style-type: none"> 1. What exceptional circumstances to the site are evident? 2. What unnecessary hardship is being caused? 3. How will failure to grant the waiver be inconsistent with the intent of the Ordinance? 			
32.	8.3.7.(b)		The administrators will conduct a review of the request and will issue a decision fifteen (15) working days of receiving the request.	NA	NA	
33.	8.3.7.(c)		Any person aggrieved by the decision of the Administrator(s) concerning a waiver request may appeal such decision in accordance with Section 2.10	NA	NA	
34.	8.4.		Does the Stormwater Plan include a maintenance plan, a proposed maintenance schedule and a proposed methodology for completion of an annual maintenance report?			

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				Yes	No	
		1.0	Are any alternative methods of design proposed?			
		1.0	Is the applicant requesting any criteria or standards to be modified?			
		1.0.1(a)	Has each element of the post stormwater system been designed in accordance with the design criteria established in the Town of Bluffton Stormwater Design Manual?			
		1.0.1(b)	Is the design and management of construction site runoff control measures in accordance with the applicable SCDHEC NPDES General Permit for Stormwater Dishcharges.			
		1.0.1(b)	Is the design and management of construction site runoff control measures in accordance with the SCDHEC Erosion and Sediment Reduction and Stormwater Management regulations?			
		1.0.2(b)	Is this application for a single-family residential lot that is not part of a larger common plan of development?			
		1.0.3.1	Is this development 20 acres or greater?			
		1.1.1	Has a separate Stormwater Management Plan been submitted with the general Development Plan?			
		1.1.1(a)	A vicinity map indicating a north arrow, scale, boundary lines, and other			

			information necessary to locate the development site.			
		1.1.1(b)	Description of the existing and proposed topography of the development site.			
		1.1.1(c)	Site map of physical improvements on the site including both existing and proposed development.			
		1.1.1(d)	Location, dimensions, elevations, and characteristics of all stormwater management facilities.			
		1.1.1(e)	Identification of all areas within the site included in the land disturbing activities and documentation of the total disturbed area calculations.			
		1.1.1(f)	The location of temporary and permanent vegetation and structural stormwater management control measures.			
		1.1.1(g)	Anticipated starting and completion dates of the various stages of land disturbing activities and the expected date the final stabilization will be completed.			
		1.1.1(g)	Location of temporary and permanent vegetative and structural stormwater management control measures for each respective stage of construction.			
		1.1.1(h)	A determination that the development is in compliance with the Storm Management and Flood Damage Protection requirements of the Town's Development Standards Ordinance.			
		1.1.1(i)	Designation of all easements (rights-of-way) needed for inspection and maintenance of the drainage systems and stormwater management facilities.			
		1.1.1(j)	BMP's to control the water quality of the runoff during the land disturbing activities and during the life of the development.			
		1.1.1(k)	Proposed site(s) for water quality testing and monitoring.			
		1.1.1(l)	Construction and design details for structural stormwater controls.			
		1.1.1(m)	Certification by the person responsible for the land disturbing activity that the activity will be accomplished according to the approved stormwater management plan and that responsible personnel will be assigned to the project.			
		1.1.2	Does the plan include a detailed narrative description of all items required by this section?			
		1.1.3	Are drainage areas contributing to each inlet, pipe, culvert, ditch or swale shall be delineated and tabulated? Existing stormwater conveyance systems shall be shown on the drawings with details and capacities of each system included with the calculations. All engineering calculations needed to design the system and associated structures shall be submitted, including pre- and post-development flow velocities, peak rates of discharge, and inflow and outflow hydrographs of stormwater runoff at all existing and proposed points of discharge from the site.			
		1.2	Does stormwater management plan contain a maintenance plan component, including schedule, for each BMP and facility incorporated into the stormwater system? The maintenance plan must address both maintenance and monitoring procedures as outlined in Section 3.4(c) of the Ordinance which, when followed will limit: <ul style="list-style-type: none"> • Conditions of blocking, hindering or obstructing the natural or intended 			

			<p>flow of surface waters;</p> <ul style="list-style-type: none"> • Improper operation of stormwater detention or impoundment device or any structure or device used for the improvement of the quality of surface runoff; • Any condition that would damage the Town's stormwater collection system or that would turn the quality of the Town's waters; and • Any conditions specifically declared to be dangerous to public health, safety and general welfare of the Town's inhabitants. 			
		1.2.2	Does the stormwater management plan include an inspection methodology?			
		3.0	Was HEC-12, Drainage of Highway Pavements (Federal Highway Administration (FHWA) 1984) and AASHTO's Model Drainage Manual (American Association of State Highways Transportation Officials (AASHTO 1991) utilized for the roadway design?			
		7.0	<p>Does the project design meet the following BMP's?</p> <ul style="list-style-type: none"> • All projects shall have in series BMPs and all stormwater management system designs shall contain at a minimum one wet detention BMP, one vegetative BMP and one filter or infiltration based BMP. • Projects shall be designed to include a minimum of three BMPs in series to meet the requirements set forth in the Stormwater Management Ordinance. The BMPs shall be selected based on site conditions to maximize their effectiveness. 			
		8.1	<p>Is the area of disturbance less than 20 acres?</p> <ul style="list-style-type: none"> • Was Method 1 utilized for water quality design purposes? <ul style="list-style-type: none"> ○ Are engineering calculations provided that demonstrate that the proposed BMP plan meets the recommended water quality goal? • Was Method 2 utilized for water quality design purposes? <ul style="list-style-type: none"> ○ Will the structural BMP's achieve zero degradation as compared to predevelopment pollutant loads? ○ Has a water quality modeling plan been submitted to the Town? ○ Does the modeling plan include an explanation of the analysis approach, identification of pollutants or indicators and relationships thereof, description of model methodology, expected range of accuracy in result prediction, and sources of all data to be used for modeling. 			
		8.4	Does the stormwater management plan include a computation of the expected removal efficiency of the targeted pollutants?			
		9.0.1	Does the plan include provisions to assure compliance with SCDHEC General Permit SC0010000 for Large and Small Construction Activities and			

			the implementation of all construction site BMP's required by Section 9.0.1 of the Town of Bluffton Stormwater Design Manual more than 25 NTUs.			
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1/13/2010